


Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2007

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



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Wisconsin Department of Public Instruction
Elizabeth Burmaster, State Superintendent
Madison, Wisconsin

This publication is available from

Peg Branson, LSTA Program Coordinator
Division for Libraries, Technology, and Community Learning

Wisconsin Department of Public Instruction
125 S. Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

(608) 266-2413

or

(800) 441-4563

fax: (608) 266-2529

email: peg.branson@dpi.state.wi.us

Web Address

<http://dpi.wi.gov/pld/pdf/guide07.pdf>

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Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2007* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2007, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. In 2003 LSTA was reauthorized by Congress through 2009.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Purposes of LSTA

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The six LSTA purposes, as outlined in the original LSTA legislation (P.L. 104-208), are

- *Establishing or enhancing electronic linkages among or between libraries*
- *Linking libraries electronically with educational, social, or information services*
- *Assisting libraries in accessing information through electronic networks*
- *Paying costs for libraries to acquire or share computer systems and telecommunications technology*
- *Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line.*

The LSTA purposes as revised in September 2003 (P.L. 108-81) are

- *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages*
- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

Term Ending 12/31/2006

Rebecca Berger
Director
Door County Library
107 South Fourth Avenue
Sturgeon Bay, WI 54235-2203
920/746-7115
rberger@co.door.wi.us

Walter Burkhalter
Director
Mid-Wisconsin Library System
201 North Main Street, Room 22
Mayville, WI 53050-1238
920/387-7284
wburkh@mwfls.org

Fred Marini
District Media Director
Melrose-Mindoro School District
N181 State Road 108
Melrose, WI 54642-8280
608/488-2201
marini@mel-min.k12.wi.us

Rhonda Puntney
Youth Services / Special Needs
Coordinator
Lakeshores Library System
106 West Main Street
Waterford, WI 53185-4130
262/514-4500
rpuntney@lakeshores.lib.wi.us

Veronica Thompson
Library Media Specialist
Rufus King High School
1801 W. Olive Street
Milwaukee, WI 53209
414/267-0736
thompsvs@mail.milwaukee.k12.wi.us

Term Ending 12/31/2007

Terrance Burton
Director
Ebling Library, UW–Madison
750 Highland Avenue
Madison, WI 53705-2221
608/262-5943
tburton@library.wisc.edu

Paula Kiely
Deputy City Librarian
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, WI 53233
414/286-3025
pkiely@mpl.org

Paul Onufrak
Automation Librarian
Eastern Shores Library System
4632 South Taylor Drive
Sheboygan, WI 53081
920/208-4900 Ext. 11
ponufrak@esls.lib.wi.us

Elizabeth Richmond
Associate Professor / Reference
Librarian
UW–Eau Claire, McIntyre Library
105 Garfield Avenue
Eau Claire, WI 54702
715/836-4076
richmoeb@uwec.edu

Term Ending 12/31/2008

Phyllis Davis
Director
South Central Library System
5250 East Terrace Drive, Suite A2
Madison, WI 53718-8345
608/246-7975
pbdavis@scls.lib.wi.us

Terry Dawson
Director
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911-4780
920/832-6170
tdawson@apl.org

Jim Gingery
Director
Milwaukee County Library System
709 North 8th Street
Milwaukee, WI 53233
414/286-8149
jim.gingery@mcfls.org

Jane Pearlmuter
Associate Director
UW–Madison SLIS
600 North Park Street
Madison, WI 53706
608/262-6398
jpearlmu@wisc.edu

Zora Sampson
Director
Library/Information and Instructional
Technology
UW–Barron County
1800 College Drive
Rice Lake, WI 54868-2497
715/234-8176 x 5448
zsampson@uwc.edu

Preliminary Budget 2007*

The amount of LSTA funds estimated to be available for LSTA projects January through December 2007 is

	FY 2007 Estimate
Appropriation	\$ 2,934,000
Carryover	93,000
Total	\$ 3,027,000

	Preliminary Amount		Preliminary Amount
A. Technology		Sensory and Mobility Disabilities	125,000
DLTCL- Reference and Loan	\$ 643,000	State Institution Coordination	15,000
DLTCL-Library Development	126,000	Subtotal	\$ 370,000
Statewide Resource Sharing Access	633,900		
Library System Technology	370,000	C. Library Improvement	
Shared Integrated Library Systems	275,000	DLTCL-Library Development	\$ 249,000
Shared Systems Study for Schools	15,000	DLTCL-Communication and Planning	25,000
Digitization-Local Resources	35,000	Economic Impact Study	50,000
Virtual Reference	70,100	Subtotal	\$ 324,000
Delivery Projects	75,000		
Subtotal	\$ 2,243,000	D. LSTA Administration	
		LSTA Administration	\$ 90,000
B. Special Needs		TOTAL	\$3,027,000
Adult, Family, Early Literacy	230,000		

**The grant categories and the dollar amounts may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.*

Schedule for 2007

April 11-12, 2006	LSTA Advisory Committee recommends grant categories/budget for 2007
May 2006	Grant information to potential applicants
June 2006	Information session on the LSTA grant program for 2007
September 13, 2006	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 13, 2006 (Only online applications are acceptable.)
September 2006	Grant application reviewer pool selected
September 2006	Reviewers trained and applications distributed
October 2006	Reviewer reports due
November 2006	LSTA Advisory Committee meeting to consider grant applications
December 2006	Grant award announcements
December 2006	Grant application appeals filed (within 30 days of notification)
January 1, 2007	Projects begin
July 20, 2007*	Six-month evaluations due
December 31, 2007	End of 2007 project year
February 15, 2008*	Final evaluations due, all claims submitted and projects closed

**tentative dates

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Peg Branson, LSTA program coordinator.

Grant Category	Contact Person	Telephone	Email
General	Peg Branson	(608) 266-2413	peg.branson@dpi.state.wi.us
System Technology / Shared Systems	Bob Bocher	(608) 266-2127	robert.bocher@dpi.state.wi.us
Statewide Resource Sharing Access	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us
Delivery Services	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us
Digitization / Virtual Reference	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us
State Institution Coordination	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.state.wi.us
Literacy/Disabilities	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.state.wi.us

Grant Categories 2007

The grant categories and the dollar amounts listed below may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. (For CIPA compliance information, see the division's CIPA FAQ at <http://dpi.wi.gov/pld/cipafaq.html>.) The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.

LSTA funds may not be used for entertainment costs; therefore, performance costs may only be reimbursed with LSTA funds if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

• Statewide Resource Sharing Access

Noncompetitive; Estimated Total Expenditures: \$633,900

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize the cost of the Wisconsin Resource Sharing and Information Access automated system (currently called WISCAT/WISCATILL) that will be procured by the Division during 2006. The Division plans to issue specifications to procure web-based products that include a union catalog, virtual catalog and federated search portal functionality, an interlibrary loan management system, and other associated functionality required to create and maintain these products. Funds will be allocated for staff, vendor contract costs, and other related costs. Some revenue for the project is anticipated from licensing library staff access to the products.

• Public Library System Technology Projects

Noncompetitive; Estimated Total Expenditures: \$370,000

Eligible Applicants: Public library systems

Purpose: Funds will be distributed to public library systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$10,100	Mid-Wisconsin	\$18,400	Southwest	\$14,900
Eastern Shores	\$11,900	Milwaukee	\$39,700	Waukesha	\$18,400
Indianhead	\$36,000	Nicolet	\$30,300	Winding Rivers	\$23,800
Kenosha	\$9,200	Northern Waters	\$25,400	Winnefox	\$20,200
Lakeshores	\$15,300	Outagamie Waupaca	\$14,500	Wisconsin Valley	\$28,800
Manitowoc-Calumet	\$8,900	South Central	\$44,200		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

1) Internet Access (Note: See above CIPA information)

Systems may apply for funding to provide direct Internet connections for a public library. Grant funds for this access may be used for hardware, software, telecommunications (including TEACH lines), routers, CSU/DSUs, installation, and ongoing fees charged by an Internet Service Provider. Grant funds may be used for staffing costs associated with staff and patron training in using the Internet, or systems may contract for such training or use volunteers, such as students. Other staffing costs are not eligible for funding. Grant funds cannot be used to support dial Internet access.

2) Shared Integrated Library Systems

Systems may apply for funding to

- enable public libraries to join an existing shared integrated system operated or coordinated by a public library system or merge two or more existing shared systems.
- enhance the network infrastructure of an existing automation system.
- license application software enhancements or upgrades for an existing automation system.
- enable public libraries to implement a new shared automation system. At least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2003 *Wisconsin Library Service Record*. Any new system has to be approved by the library system and DLTCL. The online catalog of the new shared system must be available on the Internet, and the system must have the Z39.50 linking protocol fully installed and operational.

Grant funds may be used for hardware, software, telecommunications (including TEACH lines), data conversion/preparation, membership fees, and system or network upgrades (e.g., server upgrade, more software licenses) or implementing a new shared system. Staffing costs are not eligible for funding.

3) Other Technology Projects

Systems may apply for funding for the following: experimentation with electronic books; paying for adaptive devices, and information and training in using those devices, to assist patrons with disabilities in using technology; staff and patron training related to technology; paying for technology consulting and troubleshooting services for member libraries; system and library digitization projects; virtual reference service; distance learning equipment; online databases; web development or maintenance; network upgrades for the new BadgerNet Converged Network; or other innovative uses of technology. These projects must be consistent with the *Wisconsin Library Technology Strategic Plan* and the system technology plans.

• Shared Integrated Library Information Systems

Noncompetitive; Estimated Total Expenditures: \$275,000

Eligible Applicants: Public library systems and public libraries

Purpose: Funds will assist public library systems in adding libraries to existing shared systems, merging shared systems, or developing new shared integrated systems.

Note: 2007 will be the last year that LSTA funds will be available for public libraries to join existing shared systems.

Criteria and Eligibility

Three types of grant requests are eligible for funding in this category.

1. Grants to enable public libraries to join an existing shared integrated system.
 2. Grants to enable public libraries to merge existing shared integrated systems.
 3. Grants to enable public libraries to implement new shared integrated systems.
- For libraries not now in a shared system: Only one grant can be submitted per library system, and the total grant cannot exceed \$85,000 for any new or existing shared integrated system. For libraries with a service area population below 25,000, a maximum of \$15,000 per library can be requested. For libraries with a service area population over 25,000, a maximum of \$35,000 can be requested. Service area population is from the 2004 *Wisconsin Library Service Record*.
 - For merging shared systems: Only one grant can be submitted by a library system representing all of the integrated systems to be merged. Funding will be allocated based on the total number of libraries in the merged system. For 40 or fewer libraries in the merged system, a maximum of \$50,000 can be requested. For more than 40 libraries in the merged system, a maximum of \$75,000 can be requested.
 - Grants to enable library systems to implement new shared integrated systems. For a new system, at least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2004 *Wisconsin Library Service Record*. Any new system has to be approved by the library system and DLTCL. LSTA funds can be requested in this category based on the same criteria for libraries joining an existing shared system.

Use of Funds

Grant funds may be used for hardware, software, telecommunications (including DOA TEACH datalines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing automation system (e.g., server upgrade, more software licenses) or merging shared systems. Funds can also be used to purchase adaptive technology as described below. Staffing costs are not eligible for funding.

Grant Priority

If the funds requested exceed the funding available, priority will be made as follows:

1. First priority: Grants to enable public libraries to join an existing shared integrated system. Within this priority, grants that serve the largest number of residents will receive priority.
2. Second priority: Grants to enable the merger of existing shared integrated systems. Within this priority, grants that serve the largest number of residents in the merged system will receive priority.
3. Third priority: Grants to enable public libraries to create new shared integrated systems. Within this priority, grants that serve the largest number of residents in the new system will receive priority. Any new shared system must be approved by the division.

Data on residents served will be determined by adding together all the grant libraries' total service area populations as reported in the latest edition of Wisconsin Library Service Data.

Libraries participating in a system grant must have at least one computer workstation that is adapted for use by patrons with disabilities (accessible desk, 19 inch monitor, screen enlarger/reader like ZoomText5, keyboard and mouse cords longer than 2 feet).

• Shared Integrated Library Systems Study for Schools

Noncompetitive; Estimated Total Expenditures: \$15,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the Division to conduct a study to determine the advantages and disadvantages of school district library systems (1) joining existing public library shared integrated library systems, or (2) developing new shared integrated systems (i.e., formed by a CESA or other regional group). The study will consider a number of issues, including the start-up and ongoing costs of participation in shared systems; the impact of the options on local, regional, and state policies; technical issues; local, regional, and statewide resource sharing processes; and delivery services and costs.

• **Digitization – Local Resources**

Competitive; Estimated Total Expenditures: \$35,000

Eligible Applicants: Public libraries, public library systems, and state government agencies. First time applicants are encouraged. If applicants have submitted an application in the past, they are required to list new and repeat participants in the application and explain the reasons for the request for additional funds.

Purpose: This category will allow public library systems, libraries, and state government agencies to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award no more than seven grants. Public library systems may submit grants that incorporate materials selected from more than one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metadata.

Applicants awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC – <http://uwdc.library.wisc.edu>) which will be responsible for scanning materials, creating metadata for text-based materials, formatting information for web display, and hosting the web site. Digitized materials will be placed on the web site as part of the UW-Madison Libraries' State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use as a part of the project.

Libraries and state government agencies can apply for grants that are between \$3,000 (minimum) and \$6,000 (maximum) to pay for the costs associated with the work done by UW-Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from \$3.00-\$8.00 per image. A briefing session will be held for potential applicants during the grant submission timeframe so that they can develop a more accurate budget and have a better understanding of how much time they will need to commit to the project. Training will be provided each applicant awarded a grant.

There is no specific matching fund requirement. However, applicants are expected to document in their application that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metadata, and publicize the project to their community's residents. With guidance from the UWDC, grantees will be required to create descriptive metadata for each individual multimedia object (book, photograph, postcard, newspaper clipping, pamphlet, etc.) These materials will be presented using UWDCC's SiteSearch model. Grantees will need to supply a single bibliographic or catalog record for books (local histories, plan maps, city directories). These materials will be presented using the UWDCC's Electronic Facsimile or "pageturner" model. If possible, Optical Character Recognition (OCR) text will be created for all text-based materials. This facilitates full-text searching within the "pageturner" model. The quality of OCR results depends greatly on the print quality of the original item. In some cases, grantees may want to hand edit the resulting OCR text for maximum search results.

• **Virtual Reference Service**

Noncompetitive; Estimated Total Expenditures: \$70,100

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to pay for a statewide contract for 24x7 coverage for virtual reference services in conjunction with the statewide Ask2Away program sponsored by Wisconsin Library Services (WiLS) in partnership with libraries from Wisconsin, the U.S., and other English-speaking countries. Libraries of all types will be able to participate by placing a logo on their website regardless of whether or not their library staff contributes time to the service.

Some LSTA funding for this project is expected to be provided through 2008. During this timeframe the service will be evaluated and a long-term funding model developed which may require that some or all of the costs be charged back to participating libraries.

• **Delivery Services**

Noncompetitive; Estimated Total Expenditures: \$75,000

Eligible Applicants: Northern Waters Library Service; South Central Library System

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$60,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

• **Adult, Family and Early Literacy**

Competitive; Estimated Total Expenditures: \$230,000

Eligible Applicants: Public libraries, public library systems, Department of Corrections. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

General Requirements:

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds.

- No LSTA grant funds can be used for staff costs for these projects.
- After each of the program goals or objectives, applicants are required to cite the number of the goal or strategy from either the *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* or the *Adults with Special Needs*, as appropriate. Both documents are available on the DLTCL's special needs web page at <http://dpi.wi.gov/pld/special.html>.
- Book giveaways are discouraged because they rarely continue after the project ends and thus are not sustainable activities for libraries to continue on their own.
- Projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print or who do not read or speak English.
- All literacy projects must include the purchase of at least some GED preparation materials, unless the library can document it already has these materials. Print materials must have a copyright of 2002 or later to support the newest national GED tests. Subscription to an electronic GED preparation service or the GED videos offered by the Wisconsin Technical College Foundation meet this requirement. The videos have a 2001 copyright because they were produced in advance of the new tests.
- This category is not a general collection development or standards category. Book and tape combinations for elementary, middle and high school students with learning or other disabilities are permitted.

Grant Funds May be Used to

1. Promote early literacy by targeting children under the age of three, their parents and/or their caregivers. The projects target groups of parents who—are teens, use a language other than English in their homes, live in poverty, are incarcerated, or day care providers who care for children of these targeted parent groups. Collaboration with appropriate agencies is expected.
2. Initiate infant or toddler story programs if appropriate marketing to at least one of the targeted groups is included. Programs may include other non-targeted children. Funds can be used to purchase specialized furniture, play equipment, and resources designed specifically for use by children under the age of three.
3. Collaborate with other organizations in assisting the targeted parent groups and/or day care providers become more familiar with the importance of infant brain development and/or appropriate learning activities. Projects can include nutritional information.

4. Initiate outreach services at a location other than a library in collaboration with agencies already working with the targeted children such as day care providers or centers, schools, neighborhood centers, free clinics, homeless shelters or WIC programs. Schools designated as in need of improvement, or that have 80% or more of children receiving free or reduced lunches, Title 1, special education or English as a second language classrooms, and schools or camps serving children with special needs are all appropriate partners.
5. Initiate projects aimed at adults or at-risk teens who are in alternative high school programs, group homes, detention facilities, jails or prisons and are in need of literacy services.
6. Promote family literacy projects which address the needs of families in which an adult(s) is receiving literacy or English instruction.

• Sensory and Mobility Disabilities

Competitive; Estimated Total Expenditures: \$125,000

Eligible Applicants: Public libraries and public library systems. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public libraries in meeting the informational needs of people with sensory or mobility disabilities, including seniors.

General Requirements:

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds.

- No LSTA grant funds can be used for staff costs for these projects.
- After each of the program goals or objectives, applicants are required to cite the number of the goal or strategy from either the *Public Library Services for Youth with Special Needs: A Plan for Wisconsin* or the *Adults with Special Needs*, as appropriate. Both documents are available on the DLTCL's special needs web page at <http://dpi.wi.gov/pld/special.html>.
- This is not a general collection development or standards category. The project must involve a way to determine specific materials that seniors or other targeted groups most want and need at the library, especially if music or books on tape are involved. Funds can be used to assure delivery of the materials to people who cannot come to the library. Periodicals of interest to seniors with special needs, and to other groups with disabilities, parents with children who have disabilities, and resources for family care givers are encouraged.
- All projects targeting seniors must include marketing materials printed in large print. Projects must include a provision to make a large-print version of their library card application form and to create a large-print brochure that describes their library's services for people with mobility and sensory disabilities.

Grant Funds May be Used to:

1. Purchase library materials directly related to the needs and interests of people who have sensory or mobility disabilities. Projects may target family care givers.
2. Provide outreach services that target seniors with special needs, including those who are institutionalized or who live in housing which includes units for seniors with low incomes, and/or family caregivers caring for someone in their home. This can include start-up funding for home delivery services in collaboration with an agency such as Meals on Wheels, visiting nurses, hospice care agencies or other agencies that already visit seniors in their homes. The project may involve area middle schools and high schools as part of a service learning project in which the students provide services to seniors with special needs.
3. Purchase adaptive equipment that addresses sensory or mobility disabilities, including a sound system, magnification devices, equipment and software, wheeled carts, wheel chairs and other mobility aides for use in the library as long as these purchases are part of a larger project. A marketing plan for new equipment and other services the library offers people with special needs must be included. Open but practical access to the equipment must be addressed in the application. If adaptive equipment is purchased, at least one accessible computer workstation must be included, unless the library already has a workstation that is accessible. (accessible desk, 19 inch monitor, screen enlarger/reader like ZoomText, keyboard and mouse cords longer than 2 feet)
4. Retrofit an existing door, as part of a larger project that includes outreach activities, with an electronic door opener for a maximum of \$5,000, if the building is otherwise accessible. (Grant funds cannot be used to offset new building construction costs.)

5. Promote programming for seniors that includes specific marketing to seniors with special needs and/or their caregivers or occurs at locations likely to include seniors with special needs—nursing homes, low income housing units for seniors, day care programs for seniors who have memory loss. Typically this would not be a local senior center, unless there are local circumstances that would indicate most seniors at the center programs have a special need, such as high poverty levels.

• **State Institution Coordination**

Noncompetitive; Estimated Total Expenditures: \$15,000

Eligible Applicant: Department of Corrections

Purpose: Funds will support part of a position in the Department of Corrections that provides coordination of state institution library services in the Department of Corrections and the Department of Health and Family Services.

• **Economic Impact Study of Public Libraries**

Noncompetitive; Estimated Total Expenditures: \$50,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: This study will provide data about the economic impact of taxpayer investment in Wisconsin's public libraries. Such data will enable the Division for Libraries, Technology, and Community Learning and the greater library community to more effectively communicate the value of public libraries to the public and to key decision-makers. Similar studies have been conducted in Florida and South Carolina, showing an average return of \$5.51 on every \$1 invested, but both of these states are demographically and economically dissimilar from Wisconsin. These states are also dissimilar when it comes to public library services. Consequently, it will be valuable to have findings specific to Wisconsin.

• **State Library Agency Projects**

Noncompetitive; Estimated Total Expenditures: \$1,043,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will assist the DLTCL in supporting the LSTA purposes for technology, special needs and library improvement in the areas of statewide planning activities, selected statewide consultant services and support services, general publication costs, interloan and database searching.

• **LSTA Administration**

Noncompetitive; Estimated Total Expenditures: \$90,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2007* may be obtained from the Division for Libraries, Technology, and Community Learning. Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form available on the DPI website (<http://www.wiscforms.com/dpi/>). User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff send sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepare grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications and rank them based on the total points awarded on the rating sheet (September–October).
4. Division staff consolidate ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepare grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December).
3. In order to be considered **eligible recipients** of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met.

D. Appeal Process and Procedures

1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants

Organizations administering grants have the following responsibilities:

1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. (No funds can be designated “Administrative Retention” or “Administrative Overhead” without prior approval from the DLTCL.)

2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2007 projects must be made before December 3, 2007.
3. Use proper accounting procedures. A grant recipient expending \$300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133 (Audits of State, Local Governments, and Non-Profit Organizations).
4. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
5. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
6. Disseminate information about the project, crediting the use of LSTA funds.
7. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
8. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
9. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
10. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as proposer or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- the establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the chair of the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Library Services and Technology Act (LSTA) Application

Library Services and Technology Act (LSTA) Application Rating Form

Library Services and Technology Act (LSTA) Six-Month Project Evaluation

Library Services and Technology Act (LSTA) Final Project Evaluation

